

JOB TITLE: Central Garage Supervisor

MT/3

DEPARTMENT: Maintenance, Rutherford County

JOB SUMMARY: This position is responsible for overseeing the maintenance and repair of a variety of automotive vehicles and specialized equipment.

MAJOR DUTIES:

- o Supervises the maintenance and repair of the county's vehicle and equipment fleet, including automobiles, vans, trucks, buses, ambulances, sanitation trucks, and various types of service vehicles.
- o Supervises and evaluates the work of assigned personnel; prioritizes, schedules and assigns repair work.
- o Ensures that all facility operations and personnel comply with applicable EPA and OSHA regulations, safety guidelines, and county and department policies and procedures.
- o Maintains all records associated with county-owned vehicles and equipment, and parts inventory.
- o Reviews and approves invoices; prepares purchase order requests.
- o Provides road call and after-hours assistance for all county-owned vehicles; operates roll-back truck.
- o Performs automotive diagnostics on OBDII, antilock brakes, and air bags.
- o May perform preventive or corrective maintenance procedures; provides hands-on training to personnel as necessary.
- o Inspects new vehicles and equipment to ensure specifications are met and warranty requirements are obtained
- o Coordinates, inspects and verifies the integrity of work performed by outside contractors.
- o Inspects vehicle and equipment repairs periodically to maintain quality control and compliance with safety procedures.
- o Develops and manages an ongoing preventive maintenance and replacement plan for county vehicles.

- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of management and supervisory techniques.
- o Knowledge of preventive and corrective maintenance procedures for a variety of vehicles and equipment.
- o Knowledge of record-keeping systems.
- o Knowledge of engine testing and diagnostic equipment.
- o Knowledge of the mechanical functioning and repair of a wide variety of vehicles and equipment.
- o Knowledge of county and state purchasing procedures.
- o Knowledge of county and department policies and procedures.
- o Knowledge of relevant state and federal laws and regulations.
- o Skill in management and supervision.
- o Skill in using meters, gauges, and measurement devices.
- o Skill in performing preventive and corrective maintenance procedures.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Maintenance Director assigns work in terms of very general instructions. Completed work is spot-checked for compliance with procedures, accuracy, accuracy, and the nature and propriety of results.

GUIDELINES: Guidelines include county ordinances, county and department policies and procedures, and relevant state and federal regulations. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied duties in equipment and automotive maintenance in addition to supervisory and management responsibilities. The volume and diversity of duties performed and personnel shortages contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to manage maintenance and repair activities for the county fleet. Successful performance results in an efficient shop and properly-functioning vehicles and equipment.

PERSONAL CONTACTS: Contacts are typically with co-workers, vendors, other county employees, and state and federal agency representatives.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, provide services, and negotiate matters.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light objects, occasionally lifts heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and must distinguish between shades of color.

WORK ENVIRONMENT: The work is performed in an office, a vehicle maintenance shop, and occasionally outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and inclement weather. The work may require the use of protective goggles or masks.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over Mechanic (1).

MINIMUM QUALIFICATIONS:

- o Knowledge and level of competency commonly associated with the completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.